

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for	3 Announcement number
4 Last Name	First and middle names		5 Social Security Number
6 Mailing address			7 Phone Numbers (include area code)
City			Daytime
State			Evening
ZIP Code			

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

Job title (if Federal, include series and grade)

1)				
From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

2) Job title (if Federal, include series and grade)				
From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

9 May we contact your current supervisor?

YES ☐ NO ☐

➔ If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☐

11 Last high school (HS) or GED school. Give the school's name, city, State, Zip Code (if known), and year diploma or GED received.

12 College and universities attended. Do not attach a copy of your transcript unless requested.

1)	Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
				Semester	Quarter		
	City	State	ZIP Code				
2)	Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
				Semester	Quarter		
	City	State	ZIP Code				
3)	Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
				Semester	Quarter		
	City	State	ZIP Code				

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.) Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking and performance awards). Give dates but do not send documents unless requested.

GENERAL

14 Are you a U.S. citizen? YES ☐ NO ☐ ➔ Give the country of your citizenship. _____

15 Do you claim veterans' preference? NO ☐ YES ☐ ➔ Mark your claim of 5 or 10 points below.

5 points ☐ ➔ Attach your DD 214 or other proof. 10 points ☐ ➔ Attach an *Application for 10-point Veterans' Preference* (SF 15) and proof required.

16 Were you ever a Federal civilian employee? ☐ YES ☐ NO ☐ ➔ For highest civilian grade give:

Series	Grade	From	To

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO ☐ YES ☐ ➔ If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED (mm-dd-yyyy) _____

GENERAL INFORMATION

You may apply for most Federal jobs with a resume, the attached Optional Application for Federal Employment or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at **912-757-3000**, **TDD 912-744-2299**, by computer modem **912-757-3100**, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.

If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).

Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.

The law prohibits public officials from appointing, promoting, or recommending their relatives. Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

Send your application to the office announcing the vacancy. If you have questions, contact that office.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER